

MODEL I / MODEL III

ACCOUNTS PAYABLE

**CAT. NO.
26-1554**

Radio Shack

TRS-80

SOFTWARE

TM

CUSTOM MANUFACTURED IN USA BY RADIO SHACK, A DIVISION OF TANDY CORP.

TERMS AND CONDITIONS OF SALE AND LICENSE OF RADIO SHACK COMPUTER EQUIPMENT AND SOFTWARE
PURCHASED FROM A RADIO SHACK COMPANY-OWNED COMPUTER CENTER, RETAIL STORE OR FROM A
RADIO SHACK FRANCHISEE OR DEALER AT ITS AUTHORIZED LOCATION

LIMITED WARRANTY

I. CUSTOMER OBLIGATIONS

- A. CUSTOMER assumes full responsibility that this Radio Shack computer hardware purchased (the "Equipment"), and any copies of Radio Shack software included with the Equipment or licensed separately (the "Software") meets the specifications, capacity, capabilities, versatility, and other requirements of CUSTOMER.
- B. CUSTOMER assumes full responsibility for the condition and effectiveness of the operating environment in which the Equipment and Software are to function, and for its installation.

II. RADIO SHACK LIMITED WARRANTIES AND CONDITIONS OF SALE

- A. For a period of ninety (90) calendar days from the date of the Radio Shack sales document received upon purchase of the Equipment, RADIO SHACK warrants to the original CUSTOMER that the Equipment and the medium upon which the Software is stored is free from manufacturing defects. THIS WARRANTY IS ONLY APPLICABLE TO PURCHASES OF RADIO SHACK EQUIPMENT BY THE ORIGINAL CUSTOMER FROM RADIO SHACK COMPANY-OWNED COMPUTER CENTERS, RETAIL STORES AND FROM RADIO SHACK FRANCHISEES AND DEALERS AT ITS AUTHORIZED LOCATION. The warranty is void if the Equipment's case or cabinet has been opened, or if the Equipment or Software has been subjected to improper or abnormal use. If a manufacturing defect is discovered during the stated warranty period, the defective Equipment must be returned to a Radio Shack Computer Center, a Radio Shack retail store, participating Radio Shack franchisee or Radio Shack dealer for repair, along with a copy of the sales document or lease agreement. The original CUSTOMER'S sole and exclusive remedy in the event of a defect is limited to the correction of the defect by repair, replacement, or refund of the purchase price, at RADIO SHACK'S election and sole expense. RADIO SHACK has no obligation to replace or repair expendable items.
- B. RADIO SHACK makes no warranty as to the design, capability, capacity, or suitability for use of the Software, except as provided in this paragraph. Software is licensed on an "AS IS" basis, without warranty. The original CUSTOMER'S exclusive remedy, in the event of a Software manufacturing defect, is its repair or replacement within thirty (30) calendar days of the date of the Radio Shack sales document received upon license of the Software. The defective Software shall be returned to a Radio Shack Computer Center, a Radio Shack retail store, participating Radio Shack franchisee or Radio Shack dealer along with the sales document.
- C. Except as provided herein, no employee, agent, franchisee, dealer or other person is authorized to give any warranties of any nature on behalf of RADIO SHACK.
- D. Except as provided herein, **RADIO SHACK MAKES NO WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**
- E. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation(s) may not apply to CUSTOMER.

III. LIMITATION OF LIABILITY

- A. EXCEPT AS PROVIDED HEREIN, RADIO SHACK SHALL HAVE NO LIABILITY OR RESPONSIBILITY TO CUSTOMER OR ANY OTHER PERSON OR ENTITY WITH RESPECT TO ANY LIABILITY, LOSS OR DAMAGE CAUSED OR ALLEGED TO BE CAUSED DIRECTLY OR INDIRECTLY BY "EQUIPMENT" OR "SOFTWARE" SOLD, LEASED, LICENSED OR FURNISHED BY RADIO SHACK, INCLUDING, BUT NOT LIMITED TO, ANY INTERRUPTION OF SERVICE, LOSS OF BUSINESS OR ANTICIPATORY PROFITS OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OR OPERATION OF THE "EQUIPMENT" OR "SOFTWARE". IN NO EVENT SHALL RADIO SHACK BE LIABLE FOR LOSS OF PROFITS, OR ANY INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF ANY BREACH OF THIS WARRANTY OR IN ANY MANNER ARISING OUT OF OR CONNECTED WITH THE SALE, LEASE, LICENSE, USE OR ANTICIPATED USE OF THE "EQUIPMENT" OR "SOFTWARE".
NOTWITHSTANDING THE ABOVE LIMITATIONS AND WARRANTIES, RADIO SHACK'S LIABILITY HEREUNDER FOR DAMAGES INCURRED BY CUSTOMER OR OTHERS SHALL NOT EXCEED THE AMOUNT PAID BY CUSTOMER FOR THE PARTICULAR "EQUIPMENT" OR "SOFTWARE" INVOLVED.
- B. RADIO SHACK shall not be liable for any damages caused by delay in delivering or furnishing Equipment and/or Software.
- C. No action arising out of any claimed breach of this Warranty or transactions under this Warranty may be brought more than two (2) years after the cause of action has accrued or more than four (4) years after the date of the Radio Shack sales document for the Equipment or Software, whichever first occurs.
- D. Some states do not allow the limitation or exclusion of incidental or consequential damages, so the above limitation(s) or exclusion(s) may not apply to CUSTOMER.

IV. RADIO SHACK SOFTWARE LICENSE

RADIO SHACK grants to CUSTOMER a non-exclusive, paid-up license to use the RADIO SHACK Software on **one** computer, subject to the following provisions:

- A. Except as otherwise provided in this Software License, applicable copyright laws shall apply to the Software.
- B. Title to the medium on which the Software is recorded (cassette and/or diskette) or stored (ROM) is transferred to CUSTOMER, but not title to the Software.
- C. CUSTOMER may use Software on one host computer and access that Software through one or more terminals if the Software permits this function.
- D. CUSTOMER shall not use, make, manufacture, or reproduce copies of Software except for use on **one** computer and as is specifically provided in this Software License. Customer is expressly prohibited from disassembling the Software.
- E. CUSTOMER is permitted to make additional copies of the Software **only** for backup or archival purposes or if additional copies are required in the operation of **one** computer with the Software, but only to the extent the Software allows a backup copy to be made. However, for TRSDOS Software, CUSTOMER is permitted to make a limited number of additional copies for CUSTOMER'S own use.
- F. CUSTOMER may resell or distribute unmodified copies of the Software provided CUSTOMER has purchased one copy of the Software for each one sold or distributed. The provisions of this Software License shall also be applicable to third parties receiving copies of the Software from CUSTOMER.
- G. All copyright notices shall be retained on all copies of the Software.

V. APPLICABILITY OF WARRANTY

- A. The terms and conditions of this Warranty are applicable as between RADIO SHACK and CUSTOMER to either a sale of the Equipment and/or Software License to CUSTOMER or to a transaction whereby RADIO SHACK sells or conveys such Equipment to a third party for lease to CUSTOMER.
- B. The limitations of liability and Warranty provisions herein shall inure to the benefit of RADIO SHACK, the author, owner and/or licensor of the Software and any manufacturer of the Equipment sold by RADIO SHACK.

VI. STATE LAW RIGHTS

The warranties granted herein give the **original** CUSTOMER specific legal rights, and the **original** CUSTOMER may have other rights which vary from state to state.

Accounts Payable System

Radio Shack®

 A DIVISION OF TANDY CORPORATION
FORT WORTH, TEXAS 76102

TRSDOS Operating System:
© 1979, 1981 Tandy Corporation
All Rights Reserved.

Accounts Payable Program:
© 1979, 1980, 1981 Tandy Corporation
All Rights Reserved.

Accounts Payable Program Manual:
© 1979, 1980, 1981 Tandy Corporation
All Rights Reserved.

Reproduction or use, without express written permission from Tandy Corporation, of any portion of this manual is prohibited. While reasonable efforts have been taken in the preparation of this manual to assure its accuracy, Tandy Corporation assumes no liability resulting from any errors or omissions in this manual, or from the use of the information obtained herein.

Please refer to the Software License on the back cover of this manual for limitations on use and reproduction of this Software package.

Table of Contents

Introduction	1
An Overview of APS	1
Required Equipment	1
Features of the APS	2
Storage Capacity	3
General Ledger Code Numbers	3
Setting Up APS	5
How Many Customers and Transactions	8
Password Protection	8
Running APS	11
Add Vendor	14
Search for Vendor	14
Previous Vendor	14
Next Vendor	14
Edit Vendor Information	14
Hard Copy Printout of Vendors	15
Delete Vendor	15
Add Invoices	17
Adjusting Invoices	18
Invoice Selection	19
Post Invoices	23
List All Invoices	24
Post All Invoices	25
General Ledger Recap	25
Reports	27
Vendor Listings	27
Cash Requirements	28
Aging Report	28
Checks Printed	29
Update Vendors	31
End of Period	33
Year End Closeout	34
System Status	35
Exit Program	37
The @ Key (In General)	37

Appendices

A. How to Backup Your Diskettes	39
B. How to Format Your Data Diskettes	41
C. Rotating Your Copies	43
D. Reports	
1. General Ledger Codes.....	45
2. Complete Invoice Listing	46
3. Posting Report	48
4. Complete Vendor Listing	50
5. Cash Requirement	52
6. Selected Aged Accounts	53
7. Check Preview	55
8. Check Register	56
9. Discount Lost Report	57
10. General Ledger Recap	58
E. Increasing Storage Capacity	59
F. Sample Printed Check	60

Check Order Form

Introduction

One of the most important tasks in any accounting department is monitoring the flow of cash into payable accounts. Some invoices should be paid immediately to take advantage of discounts. Other invoices may be held for longer periods of time. The Radio Shack Accounts Payable System (APS) will help you watch all vendor accounts and invoices, so that you may keep as much cash on hand as possible, while retaining good credit.

The APS will print checks, cash requirements, aging reports, and totals for posting to your company's General Ledger. The APS will help you decide when to write your checks for maximum discount, and how those checks will affect your cash position.

An Overview of APS

After you "Set Up" the Accounts Payable System, daily operations will consist of: entering, selecting, and posting invoices, printing checks, and adding new vendor accounts.

Once a month, you will do "End of Period Processing". This function prints a report for posting to your General Ledger. At the end of each year, the system will update each vendor's status automatically. (Reports and summaries can be printed at any time.)

Required Equipment

It is assumed you have reviewed the general operational procedures for your equipment as explained in the Disk Owner's Manual and are now aware of how to power on your computer, load the Disk Operating System, etc.

Model I:

- TRS-80 16K Level II Keyboard
- TRS-80 16K Expansion Interface
- Two TRS-80 Disk Drives*
- TRS-80 Line Printer capable of printing 80 columns per line and Printer Cable
- TRS-80 Video Monitor

Model III:

- TRS-80 32K Model III with Two Disk Drives*
- TRS-80 Line Printer capable of printing 80 columns per line and Printer Cable

*Three Disk Systems will raise the capacity to 500 Vendor Accounts and 2000 Invoices (48K required).

Features of the APS

1. Complete General Ledger Recap after End of Period Processing.
2. Prints checks suitable for mailing.
3. Automatic updating of vendor records.
4. Prints the following reports:
 - Complete or Selected Vendor Listing
 - Complete or Selected Invoice Listing
 - Complete or Selected Posting Report
 - General Ledger Recap Report
 - General Ledger Code Listing
 - Check Preview
 - Check Register
 - Cash Requirement Report
 - Complete or Selected Invoice Listing by Aging
 - Discounts Lost Report
 - Year End Report
5. Compatible for use with either Cash or Accrual Accounting Method.
6. Easy access to vendor accounts for editing, deleting, or printing.

Storage Capacity

Before you can enter data, you will be asked to choose which of three Storage Capacity Options is best suited to your needs. Once you choose the storage capacity option, you cannot decrease the capacity. If you wish to increase the storage capacity later, follow the instructions in Appendix E.

Two Disk System Options:

1. 75 Vendor Accounts and a total of 1500 Invoices.
2. 200 Vendor Accounts and a total of 1000 Invoices.

Three Disk System Option:

3. 500 Vendor Accounts and a total of 2000 Invoices. (48K required)

General Ledger Code Numbers

The Radio Shack Accounts Payable System uses General Ledger "Code Numbers" to keep track of your accounts. You will assign each of your accounts to one of these Code Numbers (GLC's) by entering your firm's General Ledger account numbers (up to four digits). You can also enter a five letter abbreviation for the account description. For example: "MERCH" could be your abbreviation for "MERCHANDISE".

If your company has General Ledger account numbers larger than four digits, you might want to use the four most significant numbers. For example: you could change 23001 to 2301 or 3001.

Consider using Radio Shack's General Ledger, Catalog No. 26-1552, in conjunction with APS since it is designed for four digit GL account numbers.



Setting Up APS

Before you begin using the Accounts Payable System, you should make copies (Backup) of your Program Diskettes. Program and Setup Diskettes have been included for both the Model I and Model III. Keep your original Program Diskettes in a safe place. You must also prepare (Format) a Data Diskette which will be used to store your vendor accounts and invoices. An unformatted Data Diskette has been included in this package to be used for your Model I or Model III computer.

If you are not familiar with Backup and Format functions, refer to Appendices A and B (at the back of this manual) for instructions.

The APS "Set Up" diskette is used to enter information about your company into the computer. After the "Set Up" is complete, you will run "APS" every time you use the system. (If you need to modify your company data, the APS "Set Up" program has a built-in "Modification" option.)

Caution: You may not run "Initial" Set Up again. If you do, you will lose all your information.

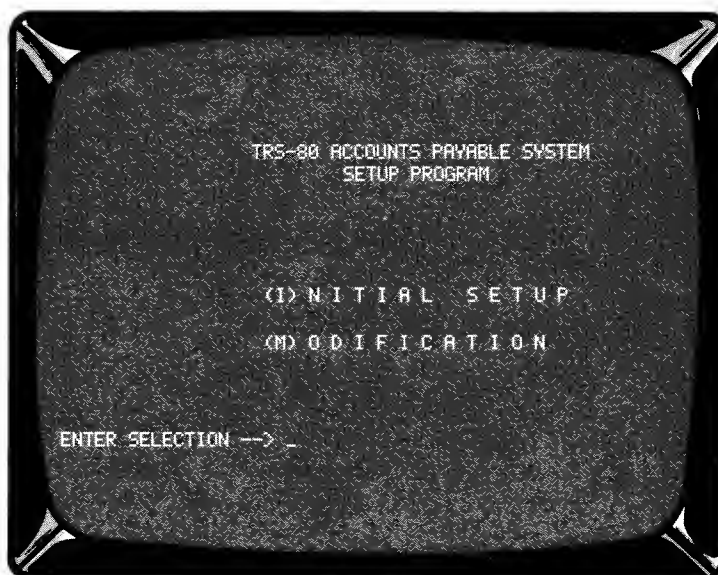
Follow these steps in setting up the Accounts Payable System:

1. Turn on the system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
2. Insert the Backup of the APS "Set Up" Diskette in Drive #0 and close the door.
3. Insert the formatted Data Diskette in Drive #1 and close the door. (If you are using a three drive system for more capacity, place another formatted Data Diskette in Drive #2.)
4. Press the Reset button on your computer.

- | | |
|--------------------------|--|
| 5. The screen will show: | You type: |
| DOS READY (Model I) | BASIC and press ENTER |
| TRSDOS Ready (Model III) | BASIC and press ENTER |
| HOW MANY FILES? | Press ENTER |
| MEMORY SIZE? | Press ENTER |
| READY__ | RUN"SETUP" and press ENTER |

Setting Up APS (continued)

The screen will show:



This is the Initial Set Up, so press **I**.

You will now enter information about your company. Type the information as it is requested by the program. The small blocks indicate the amount of space available for each entry. If you make a mistake, use the **←** key to backspace and make the correction.

Press **ENTER**, after you finish each line. Most entries in the APS program will require you to press **ENTER** after you type information. If, however, you are just answering a Y/N question, or selecting functions, you simply press the appropriate key — the TRS-80 will do the rest.

The last question is:

(C)ASH OR (A)CCRUAL ACCOUNTING? _ _ _ _

With Accrual, you only need to post your General Ledger entries at the end of the month. With the Cash method, you will post every time you print checks.

Press **C** or **A**, depending on which method your company uses.

The screen will show your Current Company Data. Check everything carefully. If there is an error, you will be able to correct it later. Press **ENTER** to continue.

Setting Up APS (continued)

The screen will show:

ASSIGNMENT OF GENERAL LEDGER CODES (GLC)

GLC: 1 & 2 ACCOUNTS PAYABLE (A/P) GL ACCOUNT #: _ _ _ _

GLC 1 and 2 are the General Ledger "Code Numbers" (GLC's) for "Accounts Payable". Code #1 is for Debits, Code #2 for Credits. You don't have to concern yourself with the Debit/Credit part — APS will keep it straight. Just enter your General Ledger "Accounts Payable" account number. The account number you enter cannot exceed 4 digits. If your Company's account numbers are larger than 4 digits, use the most significant portion of the number. (These two codes are used internally by APS.)

The computer will ask you to enter General Ledger account numbers for "Cash" (General Ledger Code #3) and "Purchase Discounts" (General Ledger Code #4).

The next 96 GLC numbers are optional. You may assign each of these "codes" a General Ledger account number, and a five letter abbreviated account description.

Your firm should already have General Ledger accounts for Cash, Purchases, Purchase Discounts, Sales Taxes, Shipping Charges, and various other categories. (Others that might be useful with this system include Refunds Receivable and Purchase Returns.) Later when adding invoices, all you do is enter the General Ledger code.

By using General Ledger Codes, the activity for a General Ledger account is accumulated, and current totals can be printed. At the end of the period, all totals can easily be posted to the proper General Ledger accounts.

When you've finished entering General Ledger Codes, type for GL ACCOUNT NUMBER and press **ENTER**.

The screen will show:

WOULD YOU LIKE A PRINTOUT OF THE GLC'S? (Y/N)

At this point, you can printout a record of your General Ledger Codes, General Ledger Account Numbers, and General Ledger Account Descriptions. You'll need them for reference when you enter invoices.

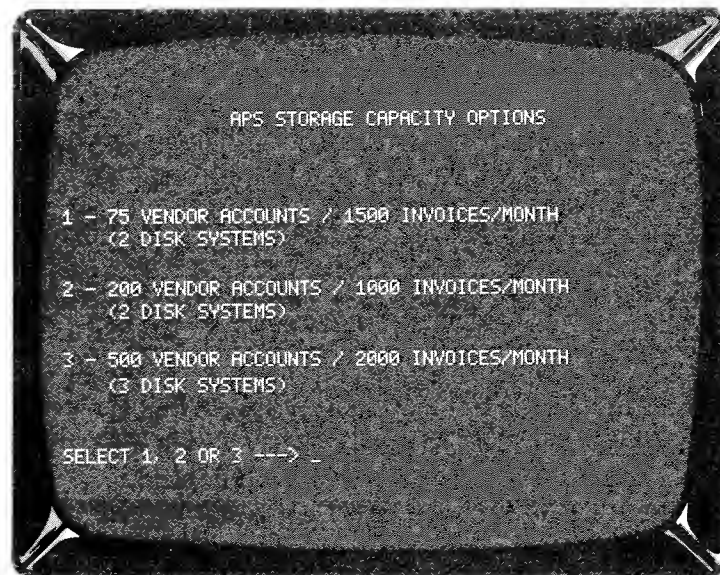
Note: If you ever need to add more accounts, use the Modification option.

Setting Up APS (continued)

How Many Customers and Transactions .

You can select the "APS Storage Capacity" option you wish to use.

The screen will show:



Press the number of the option you wish to use. Two disk users may increase the Storage Capacity at a later time by adding a third Disk Drive. For more information, see Appendix E.

Password Protection

The screen will show:

ENTER YOUR PASSWORD _ _ _ _

Use of password will insure that only authorized personnel can gain access to the Accounts Payable records. If your company does not require a secured APS, press **ENTER** . Press **ENTER** from then on whenever PASSWORD is requested.

Your password can be up to eight characters. It can be a combination of letters and numbers, but the first character must be a letter. Press **ENTER** after typing the last letter.

Note: This is the only time the password will appear on the screen exactly as typed. From this point on, the password will appear as a series of number signs ##### whenever you type it.

WARNING:

REMEMBER YOUR PASSWORD. IF YOU FORGET THE PASSWORD, YOU MAY NEVER SEE YOUR ACCOUNTS PAYABLE RECORDS AGAIN.

The TRS-80 will ask:

ARE ALL ENTRIES CORRECT? (Y/N)

If you made a mistake while entering any of the preceding information, press **[N]** for No.

The screen will show your Current Company Data. Check to see if there are any errors. Press **[ENTER]** to continue.

You may now change any of the Company Data. Type in the new line, and press **[ENTER]**. If the line is OK as it is, just press **[ENTER]**. The information will stay the same, and you will move on to the next line.

Once again, you will see the Current Company Data. Press **[ENTER]** to continue.

Revision of GLC's

You may now make revisions to the General Ledger Codes.

Notice a small menu of options at the bottom of the screen. This is what each one does:

- | | |
|--------------|--|
| (S)EARCH — | Press [S] . This option lets you locate any GLC's you have entered. Type the GLC number, and press [ENTER] . The computer will find the GLC and display it, along with your GL Account Number and GL Name (Abbreviation). |
| (P)REVIOUS — | Press [P] . This option lets you step back to the Previous GLC in numerical order. When you reach the first GLC, you will see the message, THIS IS THE FIRST GLC. |
| (N)EXT — | Press [N] . This option lets you step to the Next GLC in numerical order. When you reach the last GLC, you will see the message, THIS IS THE LAST GLC. |
| (A)DD — | Press [A] . This option lets you add new GLC's. The center of the screen will show the next sequential GLC. Type the GL Account Number you wish to assign, and press [ENTER] . Type the Account Name (Abbreviation) and press [ENTER] . |

Setting Up APS (continued)

(E)DIT —

Press **E**. This option allows you to change the information for the GLC shown in the center of the screen. Press **ENTER** if no change or type the new GL Account Number, and press **ENTER**. Again just press **ENTER** if no change or type the new GL Name and press **ENTER**.

(@) EXIT —

Press **@**. The screen will show:

WOULD YOU LIKE A PRINTOUT OF THE GLC'S? (Y/N)

If you press **Y**, you will receive a printout of the GLC's.

The screen will display the APS Storage Capacity Options. Press the number of the option you wish to use. Enter your Password once again.

The screen will show:

ARE ALL ENTRIES CORRECT? (Y/N)

If you press **Y**, the computer will store the Setup data. If you press **N**, you will go back and make more corrections. Press **Y**.

The screen will show:

STORING SETUP DATA

Important: Once you have stored the Setup data, you may not run the Initial Setup again. If you do, you will lose all of your information!

If you ever need to make a change in your Setup Data, you may do so only after End of Period Processing. Insert the APS Setup Diskette in Drive #0, type **RUN"SETUP"**, and press **ENTER**. Press **M** for Modification. Type your password. The procedure is the same as making your previous corrections.

You are now ready to use the APS program. If you wish to start entering your vendors, remove the Set Up diskette from Drive 0, insert the Backup copy of the APS Program diskette in Drive #0, and close the door. You will start on the following page at step 6.

If you plan to enter the vendors later, remove the diskettes and place them in their protective sleeves. Shut off the computer. When you are ready to use APS, you will start on the following page.

Running APS

Follow these steps in exact order:

1. Turn on the system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
2. Insert the APS Backup Program Diskette in Drive #0 and close the door.
3. Insert the formatted Data Diskette in Drive #1 and close the door. If you have a three-drive system, insert another formatted Data Diskette in Drive #2 and close the door.
4. Press the Reset button on your computer.

5. The screen will show: You type:

DOS READY (Model I) **BASIC** and press **ENTER**

TRSDOS READY (Model III) **BASIC** and press **ENTER**

HOW MANY FILES?__ Press **ENTER**

MEMORY SIZE?__ Press **ENTER**

6. The screen will show:

READY__

Type: **RUN"APS"** and press **ENTER**

The screen will show:

ENTER CORRECT DATE (MM/DD/YY):

Enter today's date*: (Example: 01/01/81) The date will appear on the screen with the question:

IS THIS CORRECT? (Y/N)

Press **Y** or **N** . If you press **N** (No), you will be able to correct the date. If you press **Y** (Yes), the system will ask you to enter your password. Type in your password carefully. A # symbol will appear on the screen for each character of the password. (If your Password is eight characters in length, you will not have to press **ENTER** , the computer will automatically read it.) Press **ENTER** after you type in the last letter.

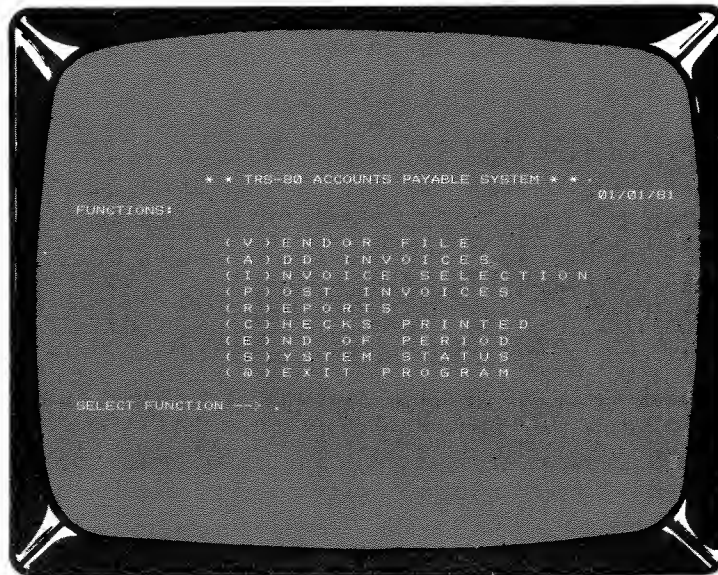
*Model III Users: The date you entered at TRSDOS will appear on the screen.

Running APS (continued)

If you make a mistake in typing, the screen will show:

```
**INVALID PASSWORD***
```

The system will ask you again for the password. Type it in carefully. When the password is correct, you will see the message INITIALIZING. The program will then search for all the stored information and display the Main Menu:



This is the Main Menu. A menu is like a table of contents for a program.

You select a function by pressing the appropriate key (the letter in parenthesis). We want to add Vendors now, so press **V** for Vendor File.

Vendor File

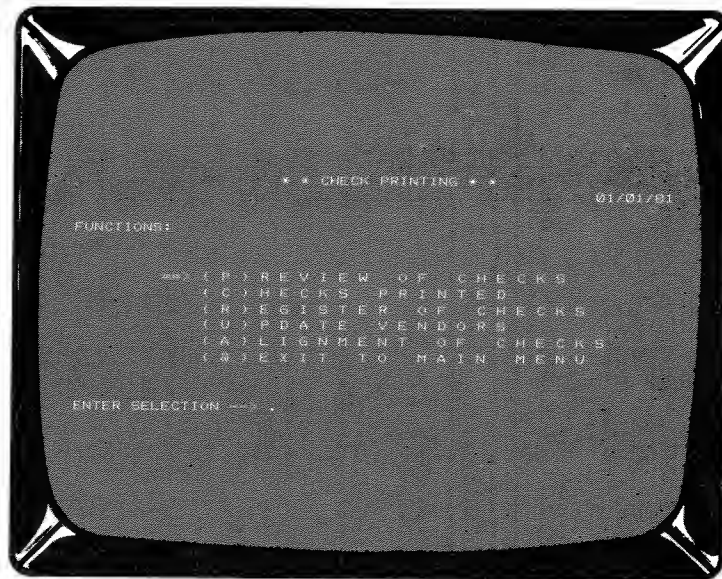
At the bottom of the screen you will see a menu of options:

```
(A)DD          (S)EARCH      (P)REVIOUS    (N)EXT
(E)DIT         (H)ARD COPY   (D)ELETE     (@) EXIT TO MENU
```

Checks Printed

When you are ready to print checks for your posted invoices, press **C** at the Main Menu.

The screen will show:



An arrow is pointing to the first option, Preview of Checks. You must select this option before you print your checks.

Press **P**.

The screen will show:

PRINT BY: (V)ENDOR NAME OR (N)UMBER LISTING ? (V/N)_

The option you select will determine how your checks and check register will be printed.

Press **V** or **N**.

You will receive a printout of all vendors and amounts for checks that may be printed.

You will return to the Check Printing Menu.

Checks Printed (continued)

Examine the Check Preview Report closely for any negative numbers. If a vendor owes you money, it will appear on the Preview as a negative balance. You should return to Invoice Selection and exclude that vendor, then print the preview for Selected Vendors. No checks will be printed for the excluded vendors, and the balance will be carried forward.

If you are ready to print your checks, you should first align the checks in the printer. Press **[A]**.

The screen will show:

(H)ORIZONTAL ALIGNMENT

(V)ERTICAL ALIGNMENT

(S)AMPLE CHECK PRINTED

(@) EXIT TO CHECK MENU

Press **[H]** for Horizontal Alignment of checks. The printer will print this message.

I CENTER THE I'S ON THE PERFORATIONS I

Make sure that the vertical perforations on the checks are aligned to lie in the middle of the I's.

Now, press **[V]** for Vertical Alignment. This function will execute a top of form. Adjust the form vertically. Be sure that the bottom of the printer's ruler is lined up on the form.

Press **[S]** to print a Sample Check. Make sure all alignments are correct. When you have finished, press **[@]** to return to the Check Printing Menu.

Press **[C]** for Checks Printed.

Type the number of your first check, and press **[ENTER]**.

After the checks have been printed, the screen will show:

DO YOU APPROVE OF THESE CHECKS AS PRINTED? (Y/N)___

If you press **[N]**, you may start over. If you press **[Y]**, you will return to the Check Printing Menu.

Next, you must select the third option, Register of Checks. Press **R**. You must do this every time you print checks.

You will receive a printed record of your checks, including their amount. Keep this report for your records.

You may print as many copies of these Check Registers as you wish, by pressing **R** at the Check Printing Menu.

Update Vendors

Press **U**. This option automatically updates the vendors and gives you a Discount Lost and General Ledger report. If you are using the Cash Accounting Method, you will post these totals from the General Ledger report.

When the report has completed, you will return to the Check Printing Menu.

Press **@** to return to the Main Menu.



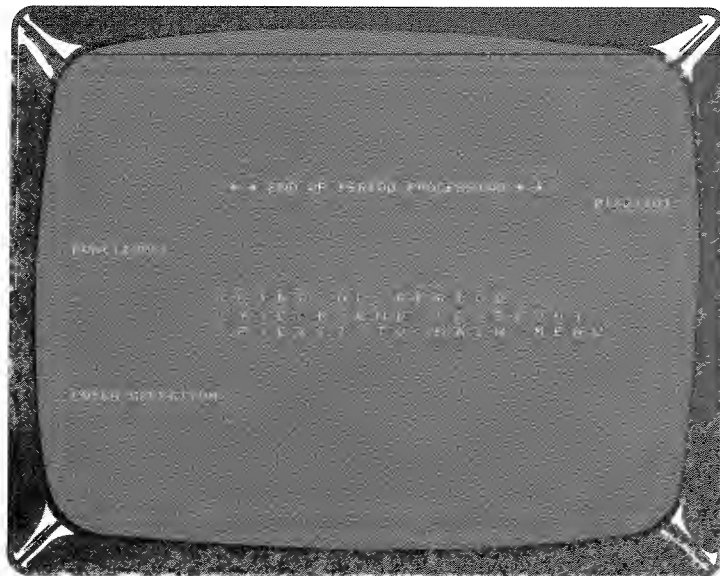
End of Period

This function is found at the Main Menu and is used at the end of a period to:

1. Update all vendor accounts.
2. Clear the system of all General Ledger amounts.

Press the **[E]** key for the End of Period Processing Menu.

The screen will show:



Press **[E]** to End the Period. You will receive a General Ledger Recap report of all active GL accounts. If you use the Accrual Method of Accounting, you will post this recap to your General Ledger.

When the printout has completed, you will return to the End of Period Processing Menu.

End of Period (continued)

Year End Closeout

Press ☐ Y to End the Year. The computer will automatically update your vendors for the next year. You will receive a complete Vendor Listing and balance.

Note: Do not closeout the year before you do End of Period.

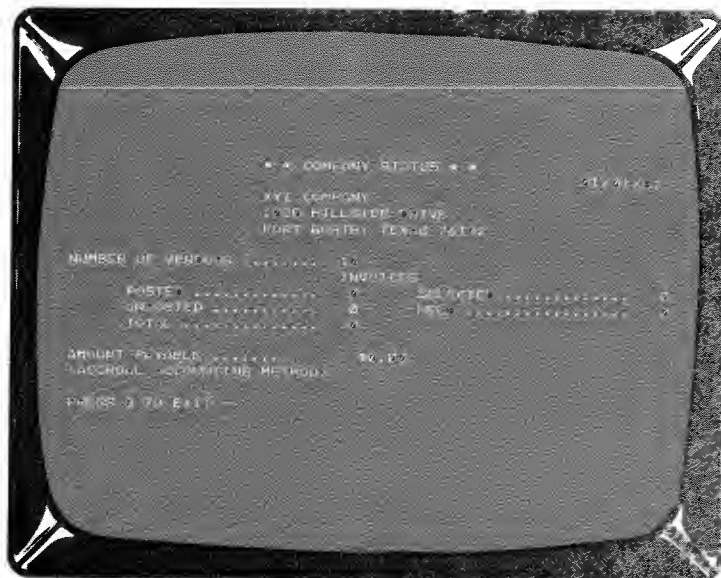
Your current balance will now become your beginning balance for the new year. It will be placed in Year to Date Purchases.

When printing has completed, you will return to the End of Period Processing Menu.

Press ☐ @ and you will return to the Main Menu.

System Status

You can use this function at any time. It lets you inspect the current status of your company at a glance. Press **[S]** for System Status at the Main Menu and a display (similar to the one below) will appear:



Press **[@]** and you will return to the Main Menu.



@ Exit Program

Press [Ⓜ] from the Main Menu to Exit from the program. Always use this command when you're finished using APS. This function automatically closes any files that might be open and makes sure that all changes have been properly recorded.

The @ Key (In General)

The [Ⓜ] key may be used either to restart a function or to Exit to the Main Menu. If you're entering data and you make a mistake, press [Ⓜ] to restart the function.

APS uses the [Ⓜ] key as an eraser for a variety of mistakes. Whenever it is easier to start over, rather than correct a number of errors, use the [Ⓜ] key. Pressing the [Ⓜ] key several times will take you to the start of the program quickly. Also, the [Ⓜ] key can be used to terminate many of the APS reports during printing.



Appendix A – How to Backup Your Diskettes

How to Backup Your Diskettes

Use this procedure **EXACTLY**:

- 1) Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
- 2) Insert a new, blank diskette in Drive # 1.
- 3) Close the Drive # 1 Door.
- 4) Insert the diskette you wish to copy in Drive # 0, and close the door.
- 5) Press the Reset button.

Model I:

The screen will show:

DOS READY
SOURCE DRIVE NUMBER?
DESTINATION DRIVE NUMBER?
BACKUP DATE (MM/DD/YY)?

HIT 'ENTER' TO CONTINUE

You type:

BACKUP and press **ENTER**

0 and press **ENTER**

1 and press **ENTER**

01/01/81 and press **ENTER**

(Example for January 1, 1981)

Press **ENTER** and you will be returned to DOS READY.

Model III:

The screen will show:

ENTER DATE (MM/DD/YY)?

ENTER TIME (HH:MM:SS)?

TRSDOS READY

SOURCE DISK MASTER
PASSWORD

You type:

01/01/81 and press **ENTER**

(Example for January 1, 1981)

Press **ENTER**

BACKUP : **0** : **1**

and press **ENTER**

PASSWORD

and press **ENTER**

Note: If you are using a new disk, the system will Format the disk for you.

If you are re-using an old disk, one or two additional questions may appear, depending on the previous contents of the disk. You may see:

Appendix A – How to Backup Your Diskettes (continued)

Diskette contains DATA. Use Disk or not?

or:

Do you wish to RE-FORMAT the diskette?

If the questions appear, type **Y** and press **ENTER** for each question. When the process is done, the screen will show:

** Backup Complete **

Model I/III:

Now we can check to see if the “BACKUP” procedure was successful:

- 1) Remove the original diskette from Drive # 0.
- 2) Take the Backup Diskette out of Drive # 1. Place the Backup copy in Drive # 0 and close the door.
- 3) Press the Reset button. If the screen shows: DOS READY (Model I) or TRSDOS Ready (Model III), your Backup was successful.

Appendix B – How to Format Your Data Diskettes

How to Format Your Data Diskettes

This process prepares blank diskettes for use on the disk system. All data diskettes must be formatted before being used. Here's how you do it:

1. Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
2. Insert a diskette containing TRSDOS in Drive 0. (The Program diskette in this package contains TRSDOS.)
3. Insert a blank diskette in Drive 1 and close the door.
4. Press the Reset button.

Model I:

The screen will show:

DOS READY
WHICH DRIVE IS TO BE USED?
DISKETTE NAME?
CREATION DATE (MM/DD/YY)?
MASTER PASSWORD?
DO YOU WANT TO LOCK OUT ANY TRACKS?
HIT ENTER TO CONTINUE

You type:

FORMAT press **ENTER**
1 press **ENTER**
DATA81 press **ENTER**
01/01/81 press **ENTER**
PASSWORD press **ENTER**
NO press **ENTER**
Press **ENTER**

Model III:

The screen will show:

TRSDOS Ready
Format which Drive?
Diskette Name?
Master Password?

You type:

FORMAT press **ENTER**
1 press **ENTER**
DATA81 press **ENTER**
PASSWORD press **ENTER**

If you are re-using an old disk, the computer may show: DISKETTE contains DATA. Use Disk or not? If this question appears, type **Y** and press **ENTER**. The computer will start formatting the disk in Drive #1.

After the disk is formatted, you will return to TRSDOS Ready. Remove the formatted disk from Drive #1, and mark the disk with the name you've chosen. Always use a felt-tip marking pen. Pencils and ball point pens can damage the disk surface.



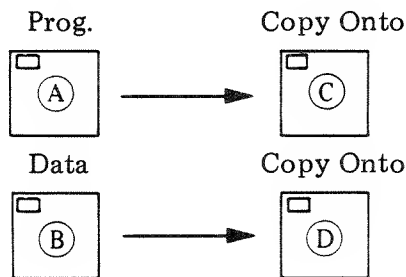
Rotating Your Copies

When you're using your system, get in the habit of making copies of both diskettes at the end of the day. The next day, use the copies that you just made. It's a very inexpensive form of insurance. You might consider even carrying the backup copies home at night in case of fire, theft, or vandalism. You should also save the diskettes that contain the last completed month.

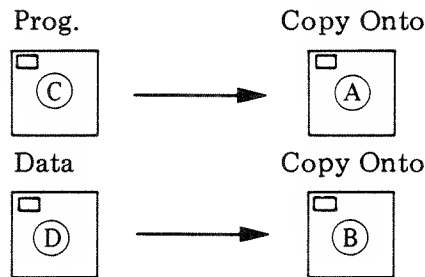
Here's an example, using two extra diskettes:

The first day's diskettes we will call A and B. The next day's diskettes will be called C and D.

Day One



Day Two



On the second day, you will take A and B, and use them as blank diskettes to copy C and D. If something happens to a diskette, you still have the last backup copy to rely on. Four extra diskettes will give you three days of record protection.

Be sure to keep the last completed month's set of diskettes till you complete the current month. This is very important in case of a major problem.

Note: The most effective method for erasing diskettes is by using a Radio Shack Bulk Tape Eraser, Stock No. 44-210.



Appendix D – Report 1-General Ledger Codes

XYZ COMPANY GENERAL LEDGER CODES

GLC	DESCRIPTION	ACCOUNT #	NOTES
1	A/P	1001	
2	A/P	1001	
3	CASH	1002	
4	PR DS	1003	
5	MERC1	1004	
6	OFSUP	1005	
7	MSC01	1006	
8	OFE0P	1007	
9	SLTAX	1008	
10	SHPNG	1009	
11	MSCFT	1010	
12	PCRTN	1011	
13	CRDIS	1012	

Appendix D – Report 2-Complete Invoice Listing

COMPLETE INVOICE LISTING AS OF 02/28/81

PAGE 1

TYPE	REMARKS				
VENDOR #	VENDOR NAME				
INVOICE #	DUE DATE				
INV DATE	DIS DATE	DISCOUNT AMOUNT	AMOUNT (GL NAME)	TOTAL	
PURCHASE	UNPOSTED		\$87.50 (MSC01)		
1	GEORGIA OFFICE SUPPLY		\$129.35 (MERC1)		
4593	03/21/81		\$0.00		
02/19/81	03/01/81	\$15.18 - 7%	\$0.00		\$216.85
PURCHASE	UNPOSTED		\$147.35 (MERC1)		
1	GEORGIA OFFICE SUPPLY		\$395.00 (OFEQP)		
3458-7	02/19/81		\$39.25 (SLTAX)		
01/20/81	01/30/81	\$30.00	\$16.87 (MSCFT)		\$598.47
PURCHASE	UNPOSTED		\$813.29 (OFSUP)		
5	NEW PRODUCTS, INC.		\$43.95 (MSC01)		
323-81	03/24/81		\$0.00		
02/22/81	03/04/81	\$102.87 - 12%	\$0.00		\$857.24
PURCHASE	UNPOSTED		\$185.60 (MERC1)		
12	MACKESON'S, INC.		\$328.47 (MSC01)		
6P384	03/27/81		\$943.95 (OFSUP)		
02/25/81	03/07/81	\$87.48 - 6%	\$0.00		\$1458.02
PURCHASE	UNPOSTED		\$247.00 (MERC1)		
16	JEFFERSON & SON'S, LTD.		\$123.77 (MSC01)		
4F38H	03/18/81		\$0.00		
02/16/81	02/26/81	\$18.54 - 5%	\$0.00		\$370.77
PURCHASE	UNPOSTED		\$3469.75 (OFEQP)		
24	SAMSON MERCHANDISING		\$34.70 (SLTAX)		
3J5870	02/23/81		\$45.00 (SHPNG)		
01/24/81	02/03/81	\$95.00	\$0.00		\$3549.45
PURCHASE	UNPOSTED		\$4392.87 (OFEQP)		
31	STANDARD SUPPLIES, INC.		\$144.00 (SLTAX)		
1327	11/23/80		\$47.83 (SHPNG)		
10/24/80	00/00/00	\$0.00	-\$12.37 (CRDIS)		\$4572.33
PURCHASE	UNPOSTED		\$275.49 (MERC1)		
44	TAYLOR PRODUCTS		\$327.53 (OFSUP)		
53-27	03/02/81		\$0.00		
01/31/81	02/10/81	\$60.30 - 10%	\$0.00		\$603.02
PURCHASE	POSTED		\$5981.36 (MERC1)		
59	JOSEPH DISTRIBUTING		\$687.36 (OFSUP)		
659-47	01/01/81		\$0.00		
12/02/80	12/12/80	\$1000.31 - 15%	\$0.00		\$6668.72
PURCHASE	UNPOSTED		\$295.00 (MSC01)		
59	JOSEPH DISTRIBUTING		\$4.35 (SLTAX)		
H39-85	12/18/80		\$8.29 (MSCFT)		
11/18/80	11/28/80	\$25.00	\$0.00		\$307.64
SUB TOTAL:					\$19202.51

Appendix D – Report 2-Complete Invoice Listing (continued)

COMPLETE INVOICE LISTING AS OF 02/28/81

PAGE 2

TYPE	REMARKS				
VENDOR #	VENDOR NAME				
INVOICE #	DUE DATE				
INV DATE	DIS DATE	DISCOUNT AMOUNT	AMOUNT (GL NAME)		TOTAL
PURCHASE	UNPOSTED		\$894.00 (MERC1)		
67	HAROLD DIVISION, INC.		\$6384.92 (OFEOP)		
98419	10/29/80		\$8.43 (SLTAX)		
09/29/80	10/09/80	\$40.00	\$19.75 (MSCFT)		\$7307.10
PURCHASE	UNPOSTED		\$495.50 (OFSUP)		
67	HAROLD DIVISION, INC.		\$118.00 (MSC01)		
93510	03/04/81		\$0.00		
02/02/81	02/12/81	\$49.08 - 8%	\$0.00		\$613.50
PURCHASE	UNPOSTED		\$635.89 (OFSUP)		
73	H. H. HOWARD, LTD.		\$382.91 (MSC01)		
56937	01/28/81		\$0.00		
12/29/80	01/08/81	\$101.88 - 10%	\$0.00		\$1018.80
END OF COMPLETE INVOICE LISTING				TOTAL:	\$28141.91

Appendix D – Report 3-Posting Report

POSTING REPORT # 2
AS OF 02/28/81

PAGE 1

TYPE	REMARKS				
VENDOR #	VENDOR NAME				
INVOICE #	DUE DATE				
INV DATE	DIS DATE	DISCOUNT AMOUNT	AMOUNT (GL NAME)	TOTAL	
PURCHASE	POSTED		\$87.50 (MSC01)		
1	GEORGIA OFFICE SUPPLY		\$129.35 (MERC1)		
4593	03/21/81		\$0.00		
02/19/81	03/01/81	\$15.18 - 7%	\$0.00		\$216.85
PURCHASE	POSTED		\$147.35 (MERC1)		
1	GEORGIA OFFICE SUPPLY		\$395.00 (OFE0P)		
3458-7	02/19/81		\$39.25 (SLTAX)		
01/20/81	01/30/81	\$30.00	\$16.87 (MSCFT)		\$598.47
PURCHASE	POSTED		\$813.29 (OFSUP)		
5	NEW PRODUCTS, INC.		\$43.95 (MSC01)		
323-81	03/24/81		\$0.00		
02/22/81	03/04/81	\$102.87 - 12%	\$0.00		\$857.24
PURCHASE	POSTED		\$185.60 (MERC1)		
12	MACKESON'S, INC.		\$328.47 (MSC01)		
6P384	03/27/81		\$943.95 (OFSUP)		
02/25/81	03/07/81	\$87.48 - 6%	\$0.00		\$1458.02
PURCHASE	POSTED		\$247.00 (MERC1)		
16	JEFFERSON & SON'S, LTD.		\$123.77 (MSC01)		
4F38H	03/18/81		\$0.00		
02/16/81	02/26/81	\$18.54 - 5%	\$0.00		\$370.77
PURCHASE	POSTED		\$3469.75 (OFE0P)		
24	SAMSON MERCHANDISING		\$34.70 (SLTAX)		
3J5870	02/23/81		\$45.00 (SHPNG)		
01/24/81	02/03/81	\$95.00	\$0.00		\$3549.45
PURCHASE	POSTED		\$4392.87 (OFE0P)		
31	STANDARD SUPPLIES, INC.		\$144.00 (SLTAX)		
1327	11/23/80		\$47.83 (SHPNG)		
10/24/80	00/00/00	\$0.00	-\$12.37 (CRDIS)		\$4572.33
PURCHASE	POSTED		\$275.49 (MERC1)		
44	TAYLOR PRODUCTS		\$327.53 (OFSUP)		
53-27	03/02/81		\$0.00		
01/31/81	02/10/81	\$60.30 - 10%	\$0.00		\$603.02
PURCHASE	POSTED		\$295.00 (MSC01)		
59	JOSEPH DISTRIBUTING		\$4.35 (SLTAX)		
H39-85	12/18/80		\$8.29 (MSCFT)		
11/18/80	11/28/80	\$25.00	\$0.00		\$307.64
PURCHASE	POSTED		\$894.00 (MERC1)		
67	HAROLD DIVISION, INC.		\$6384.92 (OFE0P)		
98419	10/29/80		\$8.43 (SLTAX)		
09/29/80	10/09/80	\$40.00	\$19.75 (MSCFT)		\$7307.10
SUB TOTAL:					\$19840.89

Appendix D – Report 3-Posting Report (continued)

POSTING REPORT # 2
AS OF 02/28/81

PAGE 2

```
=====
TYPE          REMARKS
VENDOR #      VENDOR NAME
INVOICE #     DUE DATE
INV DATE      DIS DATE      DISCOUNT AMOUNT      AMOUNT (GL NAME)      TOTAL
=====
PURCHASE      POSTED
  67          HAROLD DIVISION, INC.
  93510       03/04/81
02/02/81      02/12/81      $49.08 - 8%      $0.00
                                           $613.50
=====
PURCHASE      POSTED
  73          H. H. HOWARD, LTD.
  56937       01/28/81
12/29/80      01/08/81      $101.88 - 10%    $0.00
                                           $1018.80
=====
                                           TOTAL:      $21473.19
=====
```

GENERAL LEDGER INPUTS
AS OF 02/28/81

PAGE 3

=====

ACCRUAL ACCOUNTING METHOD - DO NOT POST

```
=====
DEBIT(+)      CREDIT(-)
=====
1004 (MERC1)   +1878.79      1001 ( A/P )   -1878.79
1005 (OFSUP)   +3216.16      1001 ( A/P )   -3216.16
1006 (MSC01)   +1379.60      1001 ( A/P )   -1379.60
1007 (OFEQP)   +14642.54     1001 ( A/P )   -14642.54
1008 (SLTAX)   +230.73       1001 ( A/P )   -230.73
1009 (SHPNG)   +92.83        1001 ( A/P )   -92.83
1010 (MSCFT)   +44.91        1001 ( A/P )   -44.91
1001 ( A/P )   +12.37        1012 (CRDIS)   -12.37
=====
```

=====

END OF POSTING REPORT # 2

Appendix D – Report 4-Complete Vendor Listings

COMPLETE VENDOR LISTING – REPORT # 2
AS OF 02/28/81

PAGE 1

(VENDOR NUMBER SEQUENCE)

VENDOR		TRANSACTION SUMMARY		BALANCE
NAME/ADDRESS/PHONE/CONTACT	VEND #			
GEORGIA OFFICE SUPPLY 369 SUGAR LANE LITTLE ROCK,, AR 69842 PHONE : 312-987-2666 CONTACT: GEORGE PHILLIPS	1	YTD PURCH & CR	\$1622.62	
		YTD PAYMENTS & DR	\$807.30	
		PRESENT BALANCE	\$815.32	\$815.32
		LAST PAYMENT	\$807.30	
		DATE OF LAST PAYMENT-01/01/81		
NEW PRODUCTS, INC. 326 NORTH MAGNOLIA DALLAS,, TX 76369 PHONE : 214-555-9874 CONTACT: JOE JOHNSON	5	YTD PURCH & CR	\$985.92	
		YTD PAYMENTS & DR	\$128.68	
		PRESENT BALANCE	\$857.24	\$857.24
		LAST PAYMENT	\$128.68	
		DATE OF LAST PAYMENT-01/01/81		
MACKESON'S, INC. 569 NORTH TERRACEVIEW DAYTON,, OH 59887 PHONE : 324-391-5971 CONTACT: RONALD JACOBSON	12	YTD PURCH & CR	\$2029.27	
		YTD PAYMENTS & DR	\$571.25	
		PRESENT BALANCE	\$1458.02	\$1458.02
		LAST PAYMENT	\$571.25	
		DATE OF LAST PAYMENT-01/01/81		
JEFFERSON & SON'S, LTD. 7896 LINCOLN AVE. PHOENIX,, AZ 98566 PHONE : 712-466-5632 CONTACT: JAMES T. JEFFERSON	16	YTD PURCH & CR	\$503.37	
		YTD PAYMENTS & DR	\$132.60	
		PRESENT BALANCE	\$370.77	\$370.77
		LAST PAYMENT	\$132.60	
		DATE OF LAST PAYMENT-01/01/81		
SAMSON MERCHANDISING 366 BRUNSWICK LANE DETROIT,, MI 26684 PHONE : 531-895-3662 CONTACT: DARRYL PERKINS	24	YTD PURCH & CR	\$3669.30	
		YTD PAYMENTS & DR	\$119.85	
		PRESENT BALANCE	\$3549.45	\$3549.45
		LAST PAYMENT	\$119.85	
		DATE OF LAST PAYMENT-01/01/81		
STANDARD SUPPLIES, INC. 4569 NORTH BEACH STREET TULSA,, OK 56876 PHONE : 613-566-5662 CONTACT: DON MITCHELL	31	YTD PURCH & CR	\$5195.30	
		YTD PAYMENTS & DR	\$622.97	
		PRESENT BALANCE	\$4572.33	\$4572.33
		LAST PAYMENT	\$622.97	
		DATE OF LAST PAYMENT-01/01/81		
TAYLOR PRODUCTS 699 WEST DALWORTH JUSTIN,, TX 79866 PHONE : 817-987-6665 CONTACT: TONY MARLENO	44	YTD PURCH & CR	\$960.47	
		YTD PAYMENTS & DR	\$357.45	
		PRESENT BALANCE	\$603.02	\$603.02
		LAST PAYMENT	\$357.45	
		DATE OF LAST PAYMENT-01/01/81		

Appendix D – Report 4-Complete Vendor Listing (continued)

COMPLETE VENDOR LISTING - REPORT # 2
AS OF 02/28/81

PAGE 2

(VENDOR NUMBER SEQUENCE)

VENDOR		TRANSACTION SUMMARY		BALANCE
NAME/ADDRESS/PHONE/CONTACT	VEND #			
JOSEPH DISTRIBUTING	59	YTD PURCH & CR	\$6976.36	
658 BAILEY STREET		YTD PAYMENTS & DR	\$0.00	
BALTIMORE,, MD 59998		PRESENT BALANCE	\$6976.36	\$6976.36
PHONE : 416-266-5985		LAST PAYMENT	\$0.00	
CONTACT: JENNIFER SMITH		DATE OF LAST PAYMENT-00/00/00		
HAROLD DIVISION, INC.	67	YTD PURCH & CR	\$8018.60	
336 WEST PONDEROSA		YTD PAYMENTS & DR	\$98.00	
DALLAS,, TX 76987		PRESENT BALANCE	\$7920.60	\$7920.60
PHONE : 214-268-2977		LAST PAYMENT	\$98.00	
CONTACT: JACKIE NORMAN		DATE OF LAST PAYMENT-01/01/81		
H. H. HOWARD, LTD.	73	YTD PURCH & CR	\$1227.90	
5479 NORTH SYLVANIA		YTD PAYMENTS & DR	\$209.10	
NEW YORK,, NY 47815		PRESENT BALANCE	\$1018.80	\$1018.80
PHONE : 518-269-6668		LAST PAYMENT	\$209.10	
CONTACT: MARTHA CASHE		DATE OF LAST PAYMENT-01/01/81		

PAYABLES FOR THESE VENDORS: \$28141.91
THIS IS 100.00% OF \$28141.91 (TOTAL PAYABLES).

END OF COMPLETE VENDOR LISTING REPORT # 2

Appendix D – Report 5-Cash Requirement

CASH REQUIREMENT – REPORT # 2
AS OF 02/28/81

PAGE 1

VEND #	INVOICE #	GROSS AMOUNTDISCOUNT..... DATE	AMOUNT	NET AMOUNT	DUE DATE	TOTAL FOR DATE
67	98419	\$7307.10	10/09/80	\$0.00	\$7307.10	10/29/80	\$7307.10
31	1327	\$4572.33	00/00/00	\$0.00	\$4572.33	11/23/80	\$4572.33
59	H39-85	\$307.64	11/28/80	\$0.00	\$307.64	12/18/80	\$307.64
73	56937	\$1018.80	01/08/81	\$0.00	\$1018.80	01/28/81	\$1018.80
1	3458-7	\$598.47	01/30/81	\$0.00	\$598.47	02/19/81	\$598.47
24	3J5870	\$3549.45	02/03/81	\$0.00	\$3549.45	02/23/81	\$3549.45
44	53-27	\$603.02	02/10/81	\$0.00	\$603.02	03/02/81	\$603.02
67	93510	\$613.50	02/12/81	\$0.00	\$613.50	03/04/81	\$613.50
16	4F38H	\$370.77	02/26/81	\$0.00	\$370.77	03/18/81	\$370.77
1	4593	\$216.85	03/01/81	\$15.18*	\$201.67	03/21/81	\$201.67
5	323-81	\$857.24	03/04/81	\$102.87*	\$754.37	03/24/81	\$754.37
12	6P384	\$1458.02	03/07/81	\$87.48	\$1370.54	03/27/81	\$1370.54
TOTALS:		\$21473.19		\$205.53			\$21267.66

(* – SIGNIFIES THAT A DISCOUNT IS WITHIN 5 DAYS OF BEING LOST)

END OF CASH REQUIREMENT REPORT # 2

Appendix D – Report 6-Selected Aged Accounts

SELECTED AGED ACCOUNTS PAYABLE – REPORT # 3
AS OF 02/28/81

PAGE 1

VEND #	VENDOR NAME	INV #	INV DATE	DUE DATE	CURRENT DUE	1-30 DAYS	31-60 DAYS	OVER 60 DAYS
1	GEORGIA OFFICE SUPPLY							
	4593	02/19/81	03/21/81		\$216.85			
	3458-7	01/20/81	02/19/81			\$598.47		
	TOTAL :				\$815.32	\$216.85	\$598.47	\$0.00
5	NEW PRODUCTS, INC.							
	323-81	02/22/81	03/24/81		\$857.24			
	TOTAL :				\$857.24	\$857.24	\$0.00	\$0.00
12	MACKESON'S, INC.							
	6P384	02/25/81	03/27/81		\$1458.02			
	TOTAL :				\$1458.02	\$1458.02	\$0.00	\$0.00
16	JEFFERSON & SON'S, LTD.							
	4F38H	02/16/81	03/18/81		\$370.77			
	TOTAL :				\$370.77	\$370.77	\$0.00	\$0.00
24	SAMSON MERCHANDISING							
	3J5870	01/24/81	02/23/81			\$3549.45		
	TOTAL :				\$3549.45	\$0.00	\$3549.45	\$0.00
31	STANDARD SUPPLIES, INC.							
	1327	10/24/80	11/23/80					\$4572.33
	TOTAL :				\$4572.33	\$0.00	\$0.00	\$4572.33
44	TAYLOR PRODUCTS							
	53-27	01/31/81	03/02/81		\$603.02			
	TOTAL :				\$603.02	\$603.02	\$0.00	\$0.00
59	JOSEPH DISTRIBUTING							
	H39-85	11/18/80	12/18/80					\$307.64
	TOTAL :				\$307.64	\$0.00	\$0.00	\$307.64
67	HAROLD DIVISION, INC.							
	98419	09/29/80	10/29/80					\$7307.10

Appendix D -- Report 6-Selected Aged Accounts (continued)

SELECTED AGED ACCOUNTS PAYABLE - REPORT # 3
AS OF 02/28/81

PAGE 2

VEND #

VENDOR NAME

INV #	INV DATE	DUE DATE	CURRENT DUE	1-30 DAYS	31-60 DAYS	OVER 60 DAYS
=====						
67						
HAROLD DIVISION, INC. (CONTINUED)						
93510	02/02/81	03/04/81	\$613.50			
=====						
TOTAL :			\$7920.60	\$613.50	\$0.00	\$0.00
						\$7307.10

73

H. H. HOWARD, LTD.

56937	12/29/80	01/28/81			\$1018.80	
=====						
TOTAL :			\$1018.80	\$0.00	\$0.00	\$1018.80
						\$0.00

COMPANY TOTAL :			\$4119.40	\$4147.92	\$1018.80	\$12187.07
=====						
END OF SELECTED AGED ACCOUNTS PAYABLE REPORT # 3						

Appendix D – Report 7-Check Preview

CHECK PREVIEW
02/28/81

PAGE 1

=====					
VENDOR NAME			VEND #		
INV #	INV DATE	DUE DATE	GROSS AMT	DISCOUNT	NET AMT
=====					
GEORGIA OFFICE SUPPLY			1		
4593	02/19/81	03/21/81	\$216.85	\$15.18	\$201.67
3458-7	01/20/81	02/19/81	\$598.47	\$0.00	\$598.47
VENDOR SUBTOTAL:					\$800.14
NEW PRODUCTS, INC.			5		
323-81	02/22/81	03/24/81	\$857.24	\$102.87	\$754.37
VENDOR SUBTOTAL:					\$754.37
MACKESON'S, INC.			12		
6P384	02/25/81	03/27/81	\$1458.02	\$87.48	\$1370.54
VENDOR SUBTOTAL:					\$1370.54
JEFFERSON & SON'S, LTD.			16		
4F38H	02/16/81	03/18/81	\$370.77	\$0.00	\$370.77
VENDOR SUBTOTAL:					\$370.77
SAMSON MERCHANDISING			24		
3J5870	01/24/81	02/23/81	\$3549.45	\$0.00	\$3549.45
VENDOR SUBTOTAL:					\$3549.45
STANDARD SUPPLIES, INC.			31		
1327	10/24/80	11/23/80	\$4572.33	\$0.00	\$4572.33
VENDOR SUBTOTAL:					\$4572.33
TAYLOR PRODUCTS			44		
53-27	01/31/81	03/02/81	\$603.02	\$0.00	\$603.02
VENDOR SUBTOTAL:					\$603.02
JOSEPH DISTRIBUTING			59		
H39-85	11/18/80	12/18/80	\$307.64	\$0.00	\$307.64
VENDOR SUBTOTAL:					\$307.64
HAROLD DIVISION, INC.			67		
98419	09/29/80	10/29/80	\$7307.10	\$0.00	\$7307.10
93510	02/02/81	03/04/81	\$613.50	\$0.00	\$613.50
VENDOR SUBTOTAL:					\$7920.60
H. H. HOWARD, LTD.			73		
56937	12/29/80	01/28/81	\$1018.80	\$0.00	\$1018.80
VENDOR SUBTOTAL:					\$1018.80
=====					
TOTAL:					\$21267.66

Appendix D – Report 8-Check Register

CHECK REGISTER # 2
FOR CHECKS FROM 1009 TO 1018
02/28/81

PAGE 1

CHECK #	VEND #	VENDOR NAME				
INV #	INV DATE	DUE DATE	NET AMT		CHECK AMT	
1009	1	GEORGIA OFFICE SUPPLY				
4593	02/19/81	03/21/81	\$201.67	DISCOUNT		
3458-7	01/20/81	02/19/81	\$598.47		\$800.14	
1010	5	NEW PRODUCTS, INC.				
323-81	02/22/81	03/24/81	\$754.37	DISCOUNT	\$754.37	
1011	12	MACKESON'S, INC.				
6P384	02/25/81	03/27/81	\$1370.54	DISCOUNT	\$1370.54	
1012	16	JEFFERSON & SON'S, LTD.				
4F38H	02/16/81	03/18/81	\$370.77		\$370.77	
1013	24	SAMSON MERCHANDISING				
3J5870	01/24/81	02/23/81	\$3549.45		\$3549.45	
1014	31	STANDARD SUPPLIES, INC.				
1327	10/24/80	11/23/80	\$4572.33		\$4572.33	
1015	44	TAYLOR PRODUCTS				
53-27	01/31/81	03/02/81	\$603.02		\$603.02	
1016	59	JOSEPH DISTRIBUTING				
H39-85	11/18/80	12/18/80	\$307.64		\$307.64	
1017	67	HAROLD DIVISION, INC.				
98419	09/29/80	10/29/80	\$7307.10			
93510	02/02/81	03/04/81	\$613.50		\$7920.60	
1018	73	H. H. HOWARD, LTD.				
56937	12/29/80	01/28/81	\$1018.80		\$1018.80	
END OF CHECK REGISTER # 2				TOTAL:	\$21267.66	

Appendix D – Report 9-Discount Lost Report

DISCOUNT LOST REPORT
02/28/81

PAGE 1

VENDOR NAME	VEND #	INV #	INV DATE	DIS DATE	DUE DATE	GROSS AMT	DISCOUNT LOST
GEORGIA OFFICE SUPPLY	1	3458-7	01/20/81	01/30/81	02/19/81	\$598.47	\$30.00
						VENDOR SUBTOTAL:	\$30.00
JEFFERSON & SON'S, LTD.	16	4F38H	02/16/81	02/26/81	03/18/81	\$370.77	\$18.54
						VENDOR SUBTOTAL:	\$18.54
SAMSON MERCHANDISING	24	3J5870	01/24/81	02/03/81	02/23/81	\$3549.45	\$95.00
						VENDOR SUBTOTAL:	\$95.00
TAYLOR PRODUCTS	44	53-27	01/31/81	02/10/81	03/02/81	\$603.02	\$60.30
						VENDOR SUBTOTAL:	\$60.30
JOSEPH DISTRIBUTING	59	H39-85	11/18/80	11/28/80	12/18/80	\$307.64	\$25.00
						VENDOR SUBTOTAL:	\$25.00
HAROLD DIVISION, INC.	67	98419	09/29/80	10/09/80	10/29/80	\$7307.10	\$40.00
		93510	02/02/81	02/12/81	03/04/81	\$613.50	\$49.08
						VENDOR SUBTOTAL:	\$89.08
H. H. HOWARD, LTD.	73	56937	12/29/80	01/08/81	01/28/81	\$1018.80	\$101.88
						VENDOR SUBTOTAL:	\$101.88
						TOTAL:	\$419.80

GENERAL LEDGER REPORT # 2
AS OF 02/28/81

PAGE 1

ACCRUAL ACCOUNTING METHOD - DO NOT POST

	DEBIT(+)		CREDIT(-)
1001 (A/P)	+21267.66	1002 (CASH)	-21267.66
1001 (A/P)	+205.53	1003 (PR DS)	-205.53

NET A/P: +21473.19

END OF GENERAL LEDGER REPORT # 2

Appendix D – Report 10-General Ledger Recap

GENERAL LEDGER RECAP
END OF PERIOD REPORT # 2
02/28/81

PAGE 1

=====

ACCRUAL ACCOUNTING METHOD – POST TO GENERAL LEDGER

DEBIT(+)		CREDIT(-)	
-----		-----	
1001 (A/P)	+21267.66	1002 (CASH)	-21267.66
1001 (A/P)	+205.53	1003 (PR DS)	-205.53
1004 (MERC1)	+1878.79	1001 (A/P)	-1878.79
1005 (OFSUP)	+3216.16	1001 (A/P)	-3216.16
1006 (MSC01)	+1379.60	1001 (A/P)	-1379.60
1007 (OFEQP)	+14642.54	1001 (A/P)	-14642.54
1008 (SLTAX)	+230.73	1001 (A/P)	-230.73
1009 (SHPNG)	+92.83	1001 (A/P)	-92.83
1010 (MSCFT)	+44.91	1001 (A/P)	-44.91
1001 (A/P)	+12.37	1012 (CRDIS)	-12.37
-----		-----	
TOTAL:	+42971.12	TOTAL:	-42971.12

NET A/P +0.00

=====

END OF GENERAL LEDGER RECAP – REPORT # 2

Increasing Storage Capacity

This version of APS has a feature which allows you to increase the Storage Capacity by adding a third Disk Drive, even if you started your system with two. (Remember, if you originally set up APS with Storage Capacity Option 1, you should not choose Option 2.) To perform this operation, use the following procedure:

1. Insert the Setup diskette in Drive 0 and the Data diskette in Drive 1. Type `RUN"SETUP"` and press `ENTER`.
2. Leave the Setup diskette in Drive 0. Since you are selecting the 500 Vendor, 2000 invoice option you must place a formatted diskette in Drive 2 before proceeding. Select Modification Mode to change Storage Capacity. If you select Initialization Mode, all former data will be destroyed.
3. After completing the Storage Capacity change, insert the APS Program diskette when instructed, and type `RUN"APS"` and press `ENTER`.

Note: Remember that the Three Drive Option requires a 48K computer.

Appendix F — Sample Printed Check

Sample Printed Check

XYZ COMPANY			REMITTANCE ADVICE		No. 1009
INVOICE NO.	INVOICE DATE	DUE DATE	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
4593	02/19/81	03/21/81	\$216.85	\$15.18	\$201.67
3458-7	01/20/81	02/19/81	\$598.47	\$0.00	\$598.47
02/28/81			TOTALS →	\$815.32	\$15.18
					\$800.14

DETACH CHECK BEFORE DEPOSITING

02/28/81

No. 1009

DOLLARS	CENTS
\$ *****800.14	

PAY: EIGHT HUNDRED DOLLARS AND 14/100

TO THE
ORDER
OF

GEORGIA OFFICE SUPPLY
369 SUGAR LANE
LITTLE ROCK, AR 69842

AUTHORIZED SIGNATURE



TRINITY FORMS CO.

NO. ONE FORMS DRIVE
CARROLLTON, TEXAS 75006

(214) 242-2123
(800) 492-5232 - TEXAS
(800) 527-0625 - NATIONAL

TRS-80™ FORMS ORDER

DESIGNED FOR USE ON TRS-80™ MODEL I AND III WITH CATALOG SOFTWARE NO. 26-1554

* TRS-80 IS A REGISTERED TRADEMARK OF RADIO SHACK.

YOUR COMPANY NAME, ANY TOWN, U.S.A. ⑦ REMITTANCE ADVISE ⑥ No. 1001

INVOICE NO.	INVOICE DATE	DUE DATE	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
456-23	12/24/79	01/23/80	\$100.31	\$10.03	\$90.28
143-18	08/23/79	09/22/79	\$38.40	\$0.00	\$38.40
01/01/80 TOTALS →			\$138.71	\$10.03	\$128.68

DETACH CHECK BEFORE DEPOSITING

YOUR COMPANY NAME
123 ANY STREET
ANY TOWN, U.S.A. 12345

ANY BANK ANYWHERE, USA

No. 1001

DOLLARS CENTS
\$ *****128.68

PAY ONE HUNDRED TWENTY-EIGHT DOLLARS AND 68/100

TO THE ORDER OF
NEW PRODUCTS, INC.
326 NORTH MAGNOLIA
DALLAS TX 76369

YOUR COMPANY NAME

AUTHORIZED SIGNATURE

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

⑪ ⑫ ⑬ ⑭ ⑮ ⑯ ⑰ ⑱ ⑲ ⑳

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

⑪ ⑫ ⑬ ⑭ ⑮ ⑯ ⑰ ⑱ ⑲ ⑳

EXAMPLE AT LEFT SHOWS ALL IMPRINTING POSITIONS. CIRCLED NUMBERS CORRESPOND TO THE ORDER FORM.

EXAMPLE HAS BEEN REDUCED TO 55% OF ACTUAL SIZE.

EXAMPLE OF A PRINTOUT IS SHOWN.

BASE PRICE INCLUDES FOUR OR FIVE LINE HEADING AND ALL BANK INFORMATION. WE WILL PRINT YOUR CUSTOM LOGO FOR AN ADDITIONAL CHARGE. YOU MUST FORWARD CAMERA READY ARTWORK.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. WE WILL NOTIFY YOU BEFORE PRODUCING YOUR ORDER.

PRICES EFFECTIVE APRIL 1981

FORM NAME

ACCOUNTS PAYABLE CHECK

FORM NUMBER	APC-1-1	APC-1-2	APC-1-3
NUMBER OF PARTS	ONE	TWO	THREE
PAPER SPECS	PART 1 = 24 LB. WHITE MICR BOND	PART 1 = 26 LB. WHITE CARBONLESS 2 = 15 LB. CANARY "	PART 1 = 26 LB. WHITE CARBONLESS 2 = 14 LB. CANARY " 3 = 15 LB. PINK "
IMPRINTED	500 \$ 84.00	\$121.00	\$143.00
BASE	1,000 91.00	149.00	185.00
PRICES	2,000 144.00	263.00	340.00
ADDITIONAL SIZES	SIZE: 9½ x 7 (7½ x 7 DETACHED) INK COLORS: LIGHT BLUE AND BLACK IMPRINTING: BLACK INK; BASE PRICE INCLUDES FOUR OR FIVE LINE HEADING AND ALL BANK INFORMATION		
ENVELOPES	1,000 \$ 95.00	ENVELOPE SPECS: CHECK FITS INTO A 7¾ x 3-5/8 SPECIAL WINDOW ENVELOPE WITH AN INSIDE TINT.	
FORM NO.	2,000 154.00		
ENV-3	3,000 213.00		
ENVELOPES	1,000 56.00	ENV-23 CHECK FITS INTO A SPECIAL DOUBLE WINDOW ENVELOPE WITH AN INSIDE TINT.	
FORM NO.	2,000 98.00		
ENV-23	3,000 140.00		

YOUR COMPANY NAME
AND CITY STATE ZIP

YOUR COMPANY NAME
AND CITY STATE ZIP

- CONSULT FACTORY FOR CUSTOM PRINTING IF ANY SPECIFICATIONS ARE DIFFERENT THAN ABOVE.
- SHIPPED UPS OR COMMON CARRIER; FREIGHT PAID.
- SALES TAX MUST BE ADDED AS REQUIRED BY LAW FOR TEXAS RESIDENTS.

**TRINITY FORMS COMPANY**

NO. 1 FORMS DRIVE
CARROLLTON, TEXAS 75006
(800) 527-0625 (214) 242-2123

CUSTOM FORMS ORDER

ORDER DATE	PHONE NUMBER ()	PURCHASE ORDER NO.
SIGNATURE, ALL DATA BELOW VERIFIED TO BE CORRECT:		

MAILING ADDRESS:

NAME

SHIP TO: (WE CANNOT SHIP TO A POST OFFICE BOX.)
NAME

STREET/P.O. BOX

STREET

CITY STATE ZIP

CITY STATE ZIP

COMPUTER MAKE AND MODEL

PRINTER MAKE AND MODEL

SOFTWARE: NAME & NUMBER

1 FORM NUMBER	FORM NAME	NO. OF PARTS	QUANTITY
---------------	-----------	--------------	----------

2 HEADING, INSERT THE HEADING IMPRINT LINES. (COMPLETE HEADING MAY BE INCLUDED IN THE LOGO (SEE #3).)	PRICES
	BASE PRICE

3 CUSTOM LOGO	LOGO CHARGE
<input type="checkbox"/> NO <input type="checkbox"/> YES (You must forward CAMERA READY ARTWORK.)	

4 NUMBERING. Do you want your checks numbered?	N/C
<input type="checkbox"/> NO <input type="checkbox"/> YES Starting No. _____	

NUMBERS 5 THRU 10 APPLY TO CHECKS ONLY

5 CONSECUTIVE MICR NUMBERS. (Sample voided check or MICR spec. sheet required.)	MICR CHECK NUMBERING CHARGE
<input type="checkbox"/> NO <input type="checkbox"/> YES (We will start with the number listed in #4 above.)	

6 CHECK STUB NUMBERED.	N/C
<input type="checkbox"/> NO <input type="checkbox"/> YES (We will start with the number listed in #4 above.)	

7 CHECK STUB PRINTED WITH NAME, CITY, & STATE. (WE WILL PRINT THE SAME INFORMATION IN #2 ABOVE UNLESS SPECIFIED OTHERWISE.)	N/C
<input type="checkbox"/> NO <input type="checkbox"/> YES	

8 EXTRA SIGNATURE LINE. (Base form has one line.)	N/C
<input type="checkbox"/> NO <input type="checkbox"/> YES	

9 SIGNATURE LINE NAME. (We will print the heading name unless noted below.)	N/C
<input type="checkbox"/> NO <input type="checkbox"/> YES	

10 BANK AND MICR NUMBERS. You must submit either a sample voided check if the information is still correct or a bank furnished MICR spec. sheet.	N/C
BANK NAME: ACCOUNT NO.	

11 ADDITIONAL INSTRUCTIONS AND CHARGES:	FORMS TOTAL
<input type="checkbox"/>	\$
<input type="checkbox"/>	

12 ENVELOPES	FORM NO.	QUANTITY	ENVELOPES PRINTED	(WE WILL PRINT THE SAME INFORMATION IN NO. 2 ABOVE UNLESS SPECIFIED OTHERWISE)	ENVELOPES
<input type="checkbox"/> NO <input type="checkbox"/> YES			<input type="checkbox"/> NO <input type="checkbox"/> YES		\$

FORM NO. 11-10	SUB TOTAL
	TAX
	TOTAL
	AMOUNT ENCLOSED

A. USE ONE ORDER FORM FOR EACH SEPARATE FORM ORDERED.
B. ATTACH CHECK FOR PAYMENT AND FORWARD WITH THIS ORDER FORM.
C. RETAIN A COPY OF THIS ORDER FOR YOUR RECORDS.

FOR FACTORY USE ONLY

NAME	PHONE	SUB TOTAL	TAX AMT	TOTAL	CIA AMT	CIA INV	FREIGHT	CODE	P.O. NO	SALE ORD #
------	-------	-----------	---------	-------	---------	---------	---------	------	---------	------------

IMPORTANT NOTICE

ALL RADIO SHACK COMPUTER PROGRAMS ARE LICENSED ON AN "AS IS" BASIS WITHOUT WARRANTY.

Radio Shack shall have no liability or responsibility to customer or any other person or entity with respect to any liability, loss or damage caused or alleged to be caused directly or indirectly by computer equipment or programs sold by Radio Shack, including but not limited to any interruption of service, loss of business or anticipatory profits or consequential damages resulting from the use or operation of such computer or computer programs.

NOTE: Good data processing procedure dictates that the user test the program, run and test sample sets of data, and run the system in parallel with the system previously in use for a period of time adequate to insure that results of operation of the computer or program are satisfactory.

RADIO SHACK SOFTWARE LICENSE

A. Radio Shack grants to CUSTOMER a non-exclusive, paid up license to use on CUSTOMER'S computer the Radio Shack computer software received. Title to the media on which the software is recorded (cassette and/or disk) or stored (ROM) is transferred to the CUSTOMER, but not title to the software.

B. In consideration for this license, CUSTOMER shall not reproduce copies of Radio Shack software except to reproduce the number of copies required for use on CUSTOMER'S computer (if the software allows a back-up copy to be made), and shall include Radio Shack's copyright notice on all copies of software reproduced in whole or in part.

C. CUSTOMER may resell Radio Shack's system and applications software (modified or not, in whole or in part), provided CUSTOMER has purchased one copy of the software for each one resold. The provisions of this software License (paragraphs A, B, and C) shall also be applicable to third parties purchasing such software from CUSTOMER.

RADIO SHACK  **A DIVISION OF TANDY CORPORATION**

U.S.A.: FORT WORTH, TEXAS 76102
CANADA: BARRIE, ONTARIO L4M 4W5

TANDY CORPORATION

AUSTRALIA

280-316 VICTORIA ROAD
RYDALMERE, N.S.W. 2116

BELGIUM

PARC INDUSTRIEL DE NANINNE
5140 NANINNE

U. K.

BILSTON ROAD WEDNESBURY
WEST MIDLANDS WS10 7JN